

Meeting of the Board of Library Trustees
Tuesday, January 13, 2015

Call to Order

Chair Heather Calvin (HC) called the meeting to order at 7:17. In attendance were trustees Katharine Fennelly (KF), Joyce Radochia (JR), Barbara Muldoon (BM), Adam Delmolino (AD), Diane Gordon (DG) and Frank Murphy (FM). Also in attendance: Library Director Peter Struzziero (PS), and Assistant Director Andrea Nicolay (AN).

December 2014 Meeting Minutes

The December meeting minutes were approved by unanimous vote. (KF/AD)

Communications

Thank-you note was received from Adam Chapdelaine and his wife for the baby books gift.

Director's Report

On-site/Insight survey will be done to survey the facility in great detail. PS, Mark Miano, and Ruthy Bennett will join On-site/Insight for the walk-through. DG asked about involvement of the DPW with the cleaning service. PS explained the decision that the Town Manager made to bring the Library Facilities Attendant under the supervision of the day/night Custodial Managers (DPW). Custodial managers had great success in the schools and that was part of the decision. FM asked about the video game theft. PS explained the fraudulent activities of the thieves, and that Minuteman has placed a 3-game limit on games. Board inquired about whether there's a policy to replace stolen items, and suggested taking steps to change the process for checking out Children's video games. PS will raise the issue at the next Department Heads meeting. AD asked about the Community Read, AN briefly summarized the book's plot and plans for a panel discussion on religious intolerance. FM requested a timeline for RFID, a "general milestone schedule" so Trustees can see the project status.

FY16 Budget Update

PS met with Andrew Flanagan and Adam Chapdelaine several times to go over previous year's budgets and what's to come in FY16. PS said he got positive responses from Andrew and Adam re: our requests. Discussion ensued about funding. AD asked about the status of union negotiations re: Saturdays, and PS promised to follow up in advance of the February Trustees meeting.

Finance Committee Preparation

Time to extend an invitation to Fin Com for the February meeting. John Deyst and Mary-Margaret Franclemont are to be invited by Library Administration. AD and DG will repeat their Budget Ask presentation. FM suggested PS schedule a meeting with Sean Garballey and/or Ken Donnelly for additional advocacy purposes.

Annual Report Update

AN explained that the outline is the same, facts have changed, it's been fun to reflect on all our

achievements. Will provide a copy of the report at the February meeting.

Mid-Year Report of the Trust Fund Liaison

FM explained the spending patterns that are typical of the trust funds.

Mid-Year Report of the Russell Fund Expenditures

Some discussion as to whether it is feasible to shift funds within Russell Fund to support teen programs. Board opinion is that Baby Bundles should definitely continue during this FY. Decision to wait until February to address any additional fund request for teen programming.

Holiday Closings

AN updated the holiday closing calendar. No further action necessary.

Friends Update

Donations in memory of John Gearin will be dedicated to a concert and a materials donation to the Library. Books in Bloom is happening on Feb. 27.

Foundation Update

KF reported that there's \$24,000 for materials so far from the solicitation.

Unanticipated Items

PS thanked AN for good leadership as Interim Director. PS inquired about appropriation for Community Room improvements: time to replace carpet and chairs? Question about whether carpet is the way to go. PS believes so, will work with schools to investigate appropriate options. PS met with Friends of Fox and reported back. Discussion followed about "Reimagining Our Libraries" project. Board offered the reminder that the Foundation was created to unify the funding efforts for such renovations. AD volunteered to become the Friends of Fox liaison for the Trustees.

Next Meeting

The next meeting will be on Tuesday, February 10.

Adjournment

KF moved to adjourn, AD seconded, all in favor. Meeting was adjourned at 9:38 p.m.

Materials Distributed

- Meeting agenda
- December 2014 meeting minutes
- Late December 2014/Early January 2015 Director's Report
- 2014 Annual Report Outline
- Russell Fund budget sheet
- Holiday Closings for 2016 revised